

# George Spencer Academy

Executive Principal: Susan Jowett M Ed BA  
Principal: Fraser Mitchell BA, NPQH  
11-18 school. Number on roll: 1350

Arthur Mee Road  
Stapleford, Nottingham  
NG9 7EW  
Tel: 0115 9170100  
Fax: 0115 9170101  
E-mail: [info@george-spencer.notts.sch.uk](mailto:info@george-spencer.notts.sch.uk)  
Website: [www.george-spencer.com](http://www.george-spencer.com)

## ADMISSIONS POLICY 2015 - 2016

**For September 2015 the published admission number is 224 students.**

George Spencer is a High Performing Teaching School with Leading Edge and International Status. It is a mixed 11–18 comprehensive school offering high quality secondary education to children in the community.

Our ethos is based on the pursuit of excellence in everything we do. We have a strong academic track record, a culture of high expectations and strong discipline. We expect students to have a strong work ethic, be committed to learning and loyal to the school. Quality relationships are based on mutual respect and teamwork. The main principle of admission to the school is to reflect its ethos, culture and Family of Schools links.

Children for whom George Spencer is the named school in a statement of special educational needs will automatically be allocated a place. The Governing Body cannot guarantee a place at the school for any other category of application.

### Admissions Oversubscription Criteria

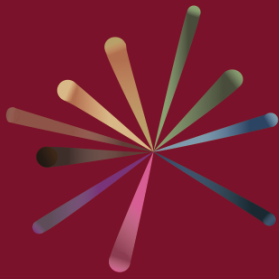
George Spencer is a very popular school and we cannot always accommodate all the children who apply. The following criteria will be used to determine the allocation of places for applications made as part of the co-ordinated scheme for admissions:

1. Children who are “looked after” at the time an application for admission is made or were previously looked after but have ceased to be so because they are adopted, or became subject to a residence order or special guardianship order, immediately following having been looked after.
2. Children who attend the George Spencer Family of Schools: Fairfield Primary Academy Stapleford, Chetwynd Primary Academy or Bispham Drive Schools in Toton, who were on the roll of one of these schools at the closing date for applications.
3. Children not attending the George Spencer Family of Schools who, at the time of admission, have a sibling attending George Spencer Academy in Years 7-11.
4. Children who attend schools within the Spencer Academy Trust other than the Family of Schools under criterion 2: Glenbrook Primary School, Portland School and Wyndham Primary Academy who were on the roll of one of these schools at the closing date for applications.
5. All other applicants.

In the event of oversubscription within any criterion, places will be allocated to the student living closest to the school. Distance is measured “as the crow flies” from the centre of the school footbridge to the child’s permanent home address, using Nottinghamshire County Council’s distance measuring software.

### Tie Breaker

In the exceptional circumstance where students have the same distance measurement and there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. Proof of residence may be required.



# George Spencer Academy

Executive Principal: Susan Jowett M Ed BA  
Principal: Fraser Mitchell BA, NPQH  
11-18 school. Number on roll: 1350

Arthur Mee Road  
Stapleford, Nottingham  
NG9 7EW  
Tel: 0115 9170100  
Fax: 0115 9170101  
E-mail: [info@george-spencer.notts.sch.uk](mailto:info@george-spencer.notts.sch.uk)  
Website: [www.george-spencer.com](http://www.george-spencer.com)

## ADMISSION TO GEORGE SPENCER SIXTH FORM INCLUDING THE ADMISSION NUMBER FOR THOSE ADMITTED FOR THE FIRST TIME FOR SEPTEMBER 2015

The maximum capacity for any cohort in the George Spencer Sixth Form will be 150. An admission number of 20 places will be available for external students entering Year 12.

George Spencer Sixth Form offers mainly "A" level and some vocational courses. Our policy is to ensure that students accepted into George Spencer Sixth Form whether internally from Year 11 or from other establishments can be placed on appropriate courses where they are likely to succeed. To facilitate this all applicants will have a meeting with a Sixth Form member of staff to discuss the most suitable courses of study. This meeting will not form part of the decision making process.

Those seeking admission to George Spencer Sixth Form will be expected to have:

- a minimum of 5A\*C including English and Mathematics GCSE;
- an average capped point score in their GCSE studies of at least 42;
- a high GCSE grade, preferably a B grade or above, in each of the preferred choice subjects.

Acceptance onto certain courses will depend on a combination of appropriate Level 2 qualifications.

Those seeking admission to George Spencer Sixth Form for Level 2 Foundation courses will be expected to have a minimum of grade E in English and Mathematics.

Meeting the requirements of any course does not automatically guarantee that applicants will be offered places on the preferred choices, depending on the viability of each course.

### Oversubscription Criteria – Sixth Form

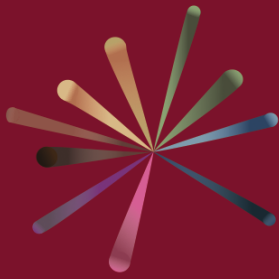
Where the number of applications for admission exceeds the number of places, the following criteria will be applied in the order set out below, to decide which students to admit.

- Students who are "looked after" or "previously looked after" (*please see definitions below*) at the time of application who meet the academic entry criteria
- Students who already attend the school and meet the academic entry criteria
- All other students

In the event of oversubscription in any criterion, those living nearest the school will be given priority. Distance is measured "as the crow flies" from the centre of the school footbridge to the child's permanent home address using FreeMap Tools.

### Tie Breaker

In the exceptional circumstance where students have the same distance measurement and there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. Proof of residence may be required.



# George Spencer Academy

Executive Principal: Susan Jowett M Ed BA  
Principal: Fraser Mitchell BA, NPQH  
11-18 school. Number on roll: 1350

Arthur Mee Road  
Stapleford, Nottingham  
NG9 7EW  
Tel: 0115 9170100  
Fax: 0115 9170101  
E-mail: [info@george-spencer.notts.sch.uk](mailto:info@george-spencer.notts.sch.uk)  
Website: [www.george-spencer.com](http://www.george-spencer.com)

## DEFINITIONS

**Looked After/Previously Looked After:** A “looked after” child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to the school. A “previously looked after” child is a child who was looked after, but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence<sup>2</sup> order or special guardianship order<sup>3</sup>).

<sup>1</sup>Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

<sup>2</sup>Under the terms of the Children Act 1989. See Section 8 which defines a ‘residence order’ as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>3</sup>See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**Parent** – ‘parent’ includes all natural parents whether they are married or not or any person with parental responsibility, or who has care of a child or young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a student’s natural parent can acquire parental responsibility.

**Sibling** – The Governors define sibling as being those children who share at least one biological parent. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

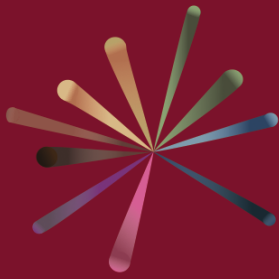
**Residence** – This is defined as the child’s permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child’s parents live at separate addresses, whichever of the two addresses the child permanently spends at least three school nights (ie Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence and other evidence from the court regarding parental responsibilities in these matters may be required.

## ADDITIONAL INFORMATION

**Co-ordinated Admissions Scheme** – All applications for places in the normal year of entry must be made on the common application form within the timeline for Nottinghamshire’s co-ordinated arrangements.

**Waiting Lists** In the event of oversubscription the school will operate a waiting list. A child’s place on the list will be determined by the admissions criteria. That place may go up or down depending on whether places become available or if late or mid-term applications are received.

The Governors of the school, in partnership with the Local Authority, will administer the waiting list for the duration of the co-ordinated scheme. Once the co-ordinated scheme is closed, the waiting list will remain open but will be administered by the Governors along with waiting lists for other over-subscribed year groups. At the end of each academic year the waiting list will close and parents will be required to notify the school if they wish to reapply for the following year.



# George Spencer Academy

Executive Principal: Susan Jowett M Ed BA  
Principal: Fraser Mitchell BA, NPQH  
11-18 school. Number on roll: 1350

Arthur Mee Road  
Stapleford, Nottingham  
NG9 7EW  
Tel: 0115 9170100  
Fax: 0115 9170101  
E-mail: [info@george-spencer.notts.sch.uk](mailto:info@george-spencer.notts.sch.uk)  
Website: [www.george-spencer.com](http://www.george-spencer.com)

## Late Applications

Late applications admitted from the closing date up to the date specified within Nottinghamshire's co-ordinated arrangements will be dealt with in accordance with the scheme. They will be considered, if the applicant can provide evidence that there were exceptional reasons for missing the closing date, for example family bereavement, hospitalisation or family trauma. Applications received after that date will be considered as late and processed after the national offer date.

## In Year Admissions

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the governors in accordance with the criteria. If a place is available in the appropriate year group, then that will be offered. If no places are available the application will be refused, right of appeal offered and the child's name placed on the waiting list. The position on the waiting list is determined by the school's over subscription criteria.

In the event of a place becoming available during the course of a year an offer of a place will be made from the waiting list.

### “Hard to Place Children”

Special consideration will be given to requests from the local area pupil placement panel for “hard to place children” under the Fair Access protocol. George Spencer Academy participates in Nottinghamshire County Council's Fair Access Protocol.

## Nomadic Children

Special consideration will also be given to children of nomadic travellers living in the community.

## Independent Appeals

Parents who have been refused a place at the Academy have the right to appeal to an independent panel. Parents wishing to appeal should **write to the Clerk of the Appeal panel at the school within 20 school days of notification**. Any queries will be dealt with by the school.

Repeat applications in the same academic year will not be considered unless there is significant material change in circumstances.

## Acceptance of an offer of a place

The Local Authority will inform parents that a place for primary/secondary transfer has been offered and requires acceptance of this place within 14 days. If this confirmation is not received, the offer of a place should be withdrawn and offered to the next child on the list. Acceptance of an offer made as a result of an in-year application requires acceptance directly to the school within 14 days.

## Withdrawal of an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications, false claim to residence, or the failure of a parent to respond to an offer of a place within the specified deadlines.